



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

April 7, 2014

Dear Chaperone,

Your support, supervision and guidance to a student member of the Student Advisory Board (SAB) is much appreciated. We honor the voice of the students and are excited to hear what they have to say at the Summit, for scheduled April 24 & 25, 2014 in Billings. We also very much appreciate your time and investment in ensuring they arrive safely and can participate fully.

Thursday, April 24th

6:00 pm Welcome Reception & Dinner at Yellowstone Art Museum (401 North 27th St)

8:30 pm Return to Quality Inn (2036 Overland Ave)

Friday, April 25th

7:00 am Breakfast at the Quality Inn (2036 Overland Ave)

8:00 am Arrive at the Yellowstone Art Museum Visible Vault (401 North 27th St)

8:15 am Chaperones are invited to a roundtable discussion on Graduation Matters Montana with OPI Policy Advisor, Deborah Halliday in the Murdock Gallery

3:00 pm Chaperones rejoin for Student Graduation

4:00 pm Depart

We look forward to seeing you soon.

Sincerely,

Denise Juneau, Superintendent of Public Instruction

If you are **not** planning to be the student's chaperone, please plan to assist the student in identifying an appropriate chaperone, and alert us of the change by contacting Jennifer Bezanson at jbezanson@mt.gov or 406-444-3526.



2013 2014
Superintendent Denise Juneau

Student Advisory Board Summit Agenda
April 24 & 25, 2014
Billings, MT
Theme: Student Voice in Civic Life

Thursday, April 24th : Yellowstone Art Museum (YAM) Main Gallery (401 North 27th Street)	
6:00 pm	Welcoming to the YAM – Please mingle, have dinner (burrito bar) and enjoy the art
6:30 pm	Introduction of State Superintendent Denise Juneau: Deb Halliday
6:35 pm	Welcoming comments: State Superintendent Denise Juneau
6:45 pm	Board Member & Chaperone Introductions
7:15 pm	Identity Wheel art activity: Deb Halliday in Murdock Gallery
8:30 pm	Session closes

Friday, April 25th : Yellowstone Art Museum (YAM) Visible Vault (401 North 27th Street)	
8:00 am	Board Members and Chaperones Arrive <i>Chaperone Meeting (8:15AM – 8:45AM) - In Murdock Gallery with Deb Halliday</i>
8:10 am	Ice Breaker – Jennifer Bezanson
8:25 am	Morning Activity – Jennifer Bezanson & Amy Kruse
10:15 am	Break
10:30 am	Mid- Morning Activity: What is Policy? – Deb Halliday
12:00 – 12:30	Lunch – Soup and Sandwiches
12:30	Group Photo & After Lunch Energizer – Jennifer Bezanson
12:50 pm	One Montana – Lisa Grace and Courtney Coburn
1:20 pm	Break
1:30 pm	Afternoon Activity – Deb Halliday
2:55 pm	What I learned worksheet
3:00 pm	Chaperones Return
3:05 pm	Board Member comments
3:30 pm	Conclusion ceremony with CAKE
4:00	Depart



General Information
Student Advisory Board Summit
April 24 & 25, 2014
Billings, MT

General

- Please check in to the hotel when you arrive in Billings. Students have been pre-assigned a roommate and chaperones have been assigned their own room.
- Please join us at 6:00 pm for the Welcome Reception and dinner at the Yellowstone Art Museum (YAM)
- The Friday Summit begins at 8:00am. Please arrive on time.

Pre-Summit Activities

- Please review the critical questions to ask your fellow classmates and brainstorm ideas to bring to the Summit discussions.
- Please post about the Spring Summit on your Facebook page and like us at Gradation Matters Montana. This is a great opportunity to remind your friends that they can pledge online.

Hotel

- We have made all of the hotel arrangements for you and your chaperone at the Quality Inn, 2036 Overland Ave., Billings.
- Please state your name and group (OPI Student Advisory Board) at the front desk.
- If you are traveling a longer distance and require an additional night's stay please email Jennifer Bezanson at jbezanson@mt.gov or call 406-444-3526. OPI will reimburse the district but prior approval is required.

Dress

- You can wear normal school clothes during the reception on Thursday, April 24th. Please plan to wear your board member t-shirt on Friday, April 25th.
- We will take a group picture and individual pictures for the Graduation Matters Montana web page on Friday, April 25th.

Come willing and ready to contribute your ideas. We want to hear from you.

If you have questions please contact:
Jennifer Bezanson
Montana Office of Public Instruction
jbezanson@mt.gov or call 406-444-3526



2013 2014
Superintendent Denise Juneau

**Student Advisory Board Member
Summit April 24 & 25, 2014
Billings, MT**

Directions

A. Quality Inn

2036 Overland Ave, Billings, MT 59102

406-652-1320

Directions from I-90 East

- Take exit 443 toward Zoo Dr
- Turn left onto Zoo Dr
- Turn Right onto Gabel
- Turn right onto Overland Ave
- Hotel will be on the right

Directions from I-90 West

- Take exit 446 toward King Ave W
- Turn left onto South 24th St W
- Turn left onto Overland Ave
- Hotel will be on the right

B. Yellowstone Art Museum (YAM)

North 27th St, Billings, MT 59102

406-256-6804

Directions from Quality Inn

1. Head northeast on Overland Ave
2. Turn right onto Access Rd/ King Ave W
 - a. Continue to follow access road
3. Slight right onto I-90 ramp to City Center
4. Merge onto I-90BUS E
5. Turn left onto Division St
6. Turn right onto 4th Ave N
7. Turn left onto N 27th St
6. Destination will be on the right

C. Parking at the Yellowstone Art Museum (YAM)

- a. The YAM has two lots and you should NOT be charged for parking. The lots are clearly marked, but if you have questions please ask when you arrive.



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Denise Juneau
Superintendent

April 10, 2014

TO: Participants of Graduation Matters-Student Advisory Board Meeting
Business Officials from Participants' Organizations

FROM: Jennifer Bezanson, Graduation Matters Montana Program Specialist

RE: Graduation Matters Student Advisory Board Meeting, April 24 & 25 in Billings

How School Districts Can Claim Travel Reimbursements for This Event

If the school district paid the travel costs for a participant to attend this event, the school district may claim certain travel reimbursements using the process explained below.

Chaperones: Please give your school district clerk a copy of this notice. Report your travel costs and claim any reimbursements you are owed from your district, using normal travel procedures. OPI will reimburse your district for certain costs of your attendance, according to support that was offered when the event was announced.

NOTE: OPI has provided lodging for this event. For any lodging not provided by OPI directly, submit lodging receipts to your district clerk when reporting your travel costs. The district clerk needs the lodging receipts in order to claim reimbursement from OPI.

Business Officials: If the district paid travel costs for sending a participant to this event, the district may claim some reimbursements using the District Claim for Travel Reimbursement Form, posted on the School Finance webpage. Look for the link called "District Travel Claim Reimbursement Forms" on the School Finance webpage: <http://www.opi.mt.gov/SchoolFinance/index.html>
Or, go directly to the list of event claim forms: <http://www.opi.mt.gov/pdf/schoolfinance/events/> and find the claim form posted for this event.

The form is an Excel form to fill out, print, sign, and submit to OPI for payment. Instructions are included on the form. If there are more than 10 attendees from an employer, the business official might need to submit more than one claim form to include all participants for the event.

Claims must be submitted to the OPI by June 30, 2014.

If you need any assistance, please contact Patti Niemi at (406) 444-3692 or pniemi@mt.gov. Thanks!



OPI Student Advisory Board Participant Agreement

In order to assure a wonderful, productive and safe gathering, please review and sign this agreement.

Expectation of the Student Advisory Board member:

1. Respect yourselves and others.
2. Inform your responsible adult of your whereabouts at all times.
3. Abide by the rules of the hotel.
4. Be responsible for your personal health needs.
5. Gather as much knowledge as you can to take back to your community.

Expectation of the Chaperone:

1. Encourage and prepare the youth participant for SAB member workshops and activities by reading all the contents of this packet.
2. Be accessible by phone or designate someone who is accessible by phone at ALL times during the event. Provide contact numbers to the SAB meeting coordinators.
3. Ensure that the youth is supervised during the times when workshops and activities are not occurring. Students will not be allowed to leave except in the presence of their chaperone.
4. Provide transportation and supervision from the student's home, and return the student safely to the student's home or guardian.
5. Ensure student's prompt arrival at sign-in time; provide supervision and transportation at sign-out.
6. Deliver required forms, completed and signed.

Expectations of the OPI staff during the SAB Summit:

1. Provide a safe environment for youth.
2. Provide learning opportunities that will encourage development of leadership skills and abilities.
3. Provide support to participants during SAB member program.
4. Supervise youth during SAB member program activities.
5. Communicate with the Chaperone when necessary.
6. Provide an experience that is educational, supportive, youth-driven, and fun.

Signature of Chaperone

Date

Signature of SAB Member

Date

Please sign the agreement and bring it with you to the reception on April 24, 2014.

- 1) What do you think will be the most pressing issues your generation will face in the next 10 years?
- 2) How can your school and community better equip you and your friends to be part of the solution?